



**MINUTES OF A MEETING
OF THE ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES EXECUTIVE
HELD FRIDAY, JUNE 19, 2020
BY ZOOM**

IN ATTENDANCE: Councillor Carl Jensen, District of Central Saanich, President
Director Ian Morrison, Cowichan Valley RD, 1st Vice President
Director Penny Cote, Alberni-Clayoquot RD, 2nd Vice President
Director Edwin Grieve, Comox Valley RD, Past President (by phone)
Director Vanessa Craig, RD of Nanaimo, Electoral Area Representative
Councillor Hazel Braithwaite, District of Oak Bay, Director at Large
Councillor Colleen Evans, City of Campbell River, Director at Large
Councillor Cindy Solda, City of Port Alberni, Director at Large

STAFF ATTENDANCE: Liz Cookson, Secretary-Treasurer

President Jensen called the meeting to order at 8:30 am and welcomed Committee members and staff.

AGENDA

On motion by Director Solda, seconded by EA Representative Craig,
That the agenda for the June 19, 2020 meeting be adopted as distributed in the meeting package was
CARRIED

MINUTES

On motion by Director Solda, seconded by EA Representative Craig,
That the minutes of the April 22, 2020 meeting be adopted was
CARRIED

PRESIDENT'S REPORT

President Jensen gave an update on the regular Friday meetings he is attending as part of the COVID-19 Emergency Working Group for Fisheries, Aquaculture and Seafood (CEWG). The group represents seafood and aquaculture harvesters and is focussing on safety. He will put together a summary for the Executive outlining working issues.

On motion by Past President Grieve, seconded by Director Solda,
That the President's Report be received was
CARRIED

FINANCIAL AND ADMINISTRATION

Interim Financial Statements

Liz Cookson provided an interim report on the Association's finances to May 31, 2020, and referred to the financial statements provided in the package. She advised that overall revenues and expenses are on target with the amended budget for 2020 as approved by the Executive at the April meeting. This amended budget reflected projected changes in operations resulting from the pandemic.

As previously reported at the April 22, 2020 Executive meeting, AVICC will have a budget shortfall in 2020. The extra revenue from the 2019 Convention as well as the funds held at MFA mean that AVICC remains

in a solid financial position. If an in-person convention cannot be held in 2021, AVICC can look to registration fees and sponsorships from a virtual convention.

On motion by Director Braithwaite, seconded by EA Representative Craig,
That the report the interim financial statements to May 31, 2020 be received was CARRIED

Member Dues

The Executive reviewed the summary of dues by member reflecting the 2% increase approved at the January Executive meeting. A schedule showing population and dues by member for 2019 and for 2020 was included with the package. This schedule is normally included in the annual report and resolutions package distributed in advance of the AGM and Convention, and the membership would have been advised of the 2% increase at the 2020 AGM. The Executive Policies do not require approval of dues increases by the membership.

Liz Cookson advised that 95% of the dues had been received to date, and that she had not heard any feedback from the remaining members about not paying. She will follow up on the unpaid dues.

On motion by EA Representative Craig, seconded by Director Solda,
That the report on membership dues be received, that the 2020 membership dues be included with the Annual Report distributed for the AGM, and that membership dues not be increased in 2021 was NOT VOTED ON

There was general discussion on the appropriateness of increasing dues given the financial stress local governments are under with the pandemic. Liz Cookson noted that normally the Executive votes on a dues increase at the October or January meetings, and that a 2% increase would equate to roughly \$2,000 in foregone revenue.

On motion by Director Solda, seconded by Director Braithwaite,
That the report on membership dues be received, that the 2020 membership dues be included with the Annual Report distributed for the AGM, and that a decision on the 2021 membership dues increase be deferred to the September meeting of the Executive was CARRIED

Financial Practices

Liz Cookson advised that the information report on the current financial practices in place for AVICC was prepared based on direction from the Executive at the January meeting. She asked for any comment or proposed changes.

On motion by 1st Vice President Morrison, seconded by Director Braithwaite,
That the report on AVICC's financial practices be received was CARRIED

The Executive discussed procedures in the report around withdrawals from the funds held at the Municipal Finance Authority of BC, access by UBCM to the AVICC bank account, and best practices with respect to formalization of invoices and pre-approval of withdrawals from the account by UBCM. 2nd Vice President Cote asked whether AVICC is legally linked to UBCM. Staff advised that there is a contract between the two organizations, but that AVICC is a separate association created and governed under the Societies Act while UBCM was created by separate Provincial legislation.

The Executive considered whether the auditors could recommend best practices for a situation where one party has access to another's financial records. The Executive confirmed that AVICC values the ongoing relationship with UBCM and does not wish to jeopardise it, but would like to clarify and formalize some of

the procedures. They noted that the AVICC Secretary-Treasurer is employed by UBCM, and that discussions around procedures with UBCM should come from the Executive rather than staff.

On motion by EA Representative Craig, seconded by 2nd Vice President Cote,
That transfers in and out of AVICC's account with the Municipal Finance Authority of BC only occur with a resolution of the Executive was NOT VOTED ON

Prior to a vote, 1st Vice President Morrison noted that there may be occasions when funds are required on an emergency basis, and it may not be possible to convene the Executive. He suggested an addition to the previous motion from EA Representative Craig.

On motion by 1st Vice President Morrison, seconded by Past President Grieve,
That transfers in and out of AVICC's account with the Municipal Finance Authority of BC only occur with a resolution of the Executive unless the Executive cannot be convened in an emergency situation where funds are urgently required was CARRIED

On motion by 1st Vice President Morrison, seconded by Director Solda,
That the President and 1st Vice President be directed to prepare a report regarding AVICC's UBCM contract renewal including a draft policy on the financial relationship, for presentation and review at an upcoming AVICC Executive Meeting was CARRIED

Appointment of 2020 Auditor

On motion by Director Evans, seconded by Director Braithwaite,
That KPMG be appointed as auditors for the 2020 financial year was CARRIED

CONVENTION

AVICC AGM at 2020 UBCM

President Jensen reviewed the planning for AVICC's involvement at UBCM's virtual convention to be held in September, referring to the email he had sent to the Executive on June 9. That email outlined the direction that AVICC has provided to UBCM so far, namely:

- AVICC would like to hold a session at UBCM to conduct the business of our AGM: approval of the financials, elections for the Executive, etc.
- AVICC would not be looking to add any additional sessions such as Speakers or Education Sessions
- AVICC would be intending to hold our elections virtually as part of the session, we would be open to suggestions as to how "off the floor nominations" should be handled; perhaps learning from the tools the UBCM will be using
- AVICC would not be dealing with regional resolutions during the UBCM convention

Executive supported AVICC working in conjunction with UBCM, and using their software platform and following UBCM procedures around voting. President Jensen advised that he will have a meeting of the UBCM Convention Committee later that afternoon, noting he cannot share the outcomes until confirmed by the full UBCM Executive.

On motion by Director Braithwaite, seconded by EA Representative Craig,
That the verbal report on the AVICC AGM at the 2020 UBCM Convention be received, and that AVICC will use UBCM's software platform for the AGM and will follow UBCM procedures around voting was CARRIED

2021 AVICC Convention Update

Liz Cookson provided a brief verbal update on the 2021 Convention planned to be held in Nanaimo. Planning is proceeding on the assumption that we will be able to go ahead with an in-person convention. Space at the conference centre and the main two hotels was reserved. Notification will be sent out to members advising of planning and opportunities to book hotel rooms.

The Executive discussed the impact on the convention of the pandemic, and when the decision would need to be made to cancel. Staff suggested that a decision should be made by the January meeting, but that this item could be discussed at the October and December meetings. AVICC would evaluate the sessions planned for 2020 and whether they are still relevant in 2021. We may not choose to go out for a full request for proposals for sessions given that a program had already been set for 2020, and that the Executive could review those as well as the back up sessions.

On motion by EA Representative Craig, seconded by Director Braithwaite,
That the verbal report on the 2021 AVICC Convention Update be received was

CARRIED

POLICY

CCSPI Update and Appointment of Representative

1st Vice President Morrison updated the Executive on the recent work and status of the Coastal Communities Social Procurement Initiative (CCSPI) group. He will distribute an email synopsis of the last three meetings to the Executive. He advised that there is a recognition that they are a separate group to AVICC.

1st Vice President Morrison was appointed in 2017 as AVICC's liaison to the ad hoc group of elected officials that preceded the CCSPI. Since that time AVICC had implemented new policies around appointments to external groups, and the Executive had the opportunity to discuss continuing the appointment. 1st Vice President Morrison advised that in his opinion AVICC no longer needs a representative. Director Evans noted she sits on the CCSPI as a municipal and regional district representative, and agreed that AVICC no longer needs to have a representative at the table.

President Jensen and Director Evans thanked 1st Vice President Morrison for representing AVICC on this issue.

On motion by 1st Vice President Morrison, seconded by EA Representative Craig,,

That AVICC will send a letter to CCSPI congratulating them on their progress, and advising that AVICC will no longer have a representative on the group was

CARRIED

AVICC Special Committees: Solid Waste Management Management, Vancouver Island Transportation Master Plan, Request for BC Ferries

Liz Cookson provided a verbal update on her meeting with the CAOs from the Regional District of Nanaimo, Comox Valley Regional District and the Cowichan Valley Regional District to discuss the existing AVICC Special Committee on Solid Waste Management and the proposed AVICC Special Committee on a Vancouver Island Transportation Master Plan.

AVICC Special Committee on Solid Waste Management

Regarding solid waste, the CAOs felt there was a distinction between operational work at the staff level and advocacy work at the political level. They recommended having the person who is the AVICC representative to the special committee also chair the special committee. The next meeting will be in November, and members will be asked to bring relevant issues they are looking at for AVICC convention resolutions to that session for advocacy work. Staff will draft the terms of reference, and will bring them to the Special Committee and the Executive after a CAO review.

Proposed AVICC Special Committee on Vancouver Island Transportation Master Plan

The concept of a Vancouver Island transportation master plan had been inspired by the work of the Province on a transportation plan for the southern island. The CAO for the RDN will find out where the Province is currently at with a transportation plan for the remainder of the Island, and what kind of support the Province can provide rather than local governments looking after on their own.

Proposed AVICC Special Committee on BC Ferries Service Levels

Liz Cookson referred to the correspondence received June 18th from the Chair of the Comox Valley Regional District with a request to re-establish the AVICC Special Committee on BC Ferries to undertake further work on the socioeconomic impacts of BC Ferries in consideration of planned service reductions and to support the development of a sustainable coastal ferry system. The letter was distributed to the Executive by email on June 18th with advice it would be added to the June 18th agenda.

The request related to concerns about proposed cuts of “above contract” sailings for eleven routes that were announced without prior consultation with ferry advisory committee members. The service cuts were being made in response to the COVID-19 pandemic. After the letter was sent, the Province has subsequently agreed to provide \$180,000 of funding to BC Ferries to prevent the service reductions on the impacted routes for the summer.

The Executive discussed the importance of the ferry service to island communities, and recognized that what had been proposed were temporary service reductions rather than the permanent cuts that were proposed when the 2014 Special Committee was established. Given that the temporary service reductions were being avoided through additional Provincial funding, the Executive proposed it would be premature to reactivate the special committee at this point, but if there were indications these might be made permanent the Executive could revisit this decision.

EA Representative Craig proposed sending a letter to the Minister of Transportation and Infrastructure and to the CEO of BC Ferries congratulating them on avoiding the sailing reductions, and confirming that AVICC wouldn't want to see any permanent reductions on the routes, even in these challenging times.

Past President Grieve reiterated that BC Ferries should be reminded of the importance of working with their communities by consulting with the ferry advisory committees, and keeping them apprised of what was being planned.

On motion by EA Representative Craig, seconded by Director Braithwaite,
That AVICC send a letter to the Minister of Transportation and Infrastructure and to the CEO of BC Ferries reiterating the importance of the ferry service to AVICC members, thanking them for continuing the higher level of service throughout the summer, and advocating against any permanent reductions in sailings was

CARRIED

BC Marine Trails, Code of Conduct Peer Review Request

[BC Marine Trails](#) is a member-based organization with a vision that “the entire B.C. coastline is linked through marine routes and land sites for sustainable water-based public recreation.” The organization has undertaken a research initiative to understand and evaluate the potential impacts of both sustained and short-term recreational use of the British Columbia coast. They have developed a proposed Code of Conduct, that sets out the necessary behavior coastal visitors must adhere to in order to achieve environmental sustainability and integrity while visiting the British Columbia coast. BCMT are seeking input and possibly endorsement from AVICC. Their deadline for receiving written comment is September 1, 2020.

On motion by 1st Vice President Morrison, seconded by 2nd Vice President Cote,
That the AVICC Executive not provide any comments or endorsement on behalf of the members, and that the proposed Code of Conduct from BC Marine Trails be distributed to AVICC members with an invitation to provide comment to BC Marine Trails;

That BC Marine Trails be encouraged to distribute the document to local first nations; and

That AVICC members be encouraged to share the proposed Code of Conduct with other organizations and to provide their comments to BC Marine Trails was CARRIED

CORRESPONDENCE

On motion by Director Braithwaite, seconded by 1st Vice President Morrison,
That the correspondence be received, and that the letter to the District of North Cowichan regarding a regional resolution on a forestry panel be revisited at the next Executive meeting was CARRIED

ADJOURNMENT

At 10:10 am, on motion by Director Solda, seconded by Director Braithwaite,
that the meeting be adjourned was CARRIED

Carl Jensen
President

Liz Cookson
Secretary-Treasurer